

**RED ROSE TRANSIT AUTHORITY  
MINUTES**

DATE: December 18, 2013

TIME: 7:00 p.m.

PLACE: RRTA Operations Center  
45 Erick Road  
Lancaster, PA 17601

PURPOSE: Regular Monthly Public Board Meeting

ATTENDANCE: Members: Jeffrey R. Wibberley, Rebecca S. Denlinger, Bonnie Glover,  
Cheryl L. Love, Leo S Lutz, Jeffrey P. Ouellet, Sandra M. Thompson, June J.  
Wolf

Solicitor: Brad Zuke, Appel & Yost

Staff: David W. Kilmer, Susan L. Darby, Jeffrey H. Glisson

Guests: Mark Glatz, Easton Coach; Edwina Washington

ORDER OF BUSINESS:

1. Call to Order

Mr. Wibberley called the meeting to order at 7:00 p.m., and reported that an Executive Session was held prior to the public meeting to discuss litigation between RRTA and the City of Lancaster.

2. Approval of the Minutes of the November 20, 2013 Regular Public Meeting

Upon motion by Ms. Glover, seconded by Ms. Thompson, the minutes of the November 20, 2013 meeting were approved as written.

3. Bills and Communications

None

4. Reports of Committees

A. Personnel Committee - June J. Wolf, Chairwoman

No report

B. Operations Committee – Sandra M. Thompson, Chairwoman

No report.

C. Finance Committee – Jeffrey P. Ouellet, Chairman

Mr. Ouellet reported that the FY 2013 Audit will be discussed under Old Business.

D. Marketing Committee – Bonnie Glover, Chairwoman

Ms. Glover reported that the Marketing Report is included in the packets.

5. Old Business

A. Approval of FY 2013 Audit.

Mr. Kilmer reported that copies of the audit were presented at the November meeting for review. No comments were received from Board members. The draft audit was revised to reflect the recent pension valuation report.

Upon motion by Mr. Ouellet, seconded by Ms. Thompson, the Board approved the FY 2013 audit.

6. New Business

A. Approval of Diesel Fuel Bids

Mr. Kilmer reported that with the recent trend in fuel prices, the staff optioned to go out early for the purchase of diesel fuel for the April 1, 2014 to March 31, 2015 time period. Six bids were received with PAPCO, Inc. having the lowest responsible bid at \$3.0800 per gallon.

Upon motion by Ms. Denlinger, seconded by Ms. Love, the Board awarded the diesel fuel bid to PAPCO, Inc. at \$3.0800 per gallon.

B. Approval of Vehicle Disposal Bids

Mr. Kilmer reported that RRTA held an auction for the sale of a surplus transit coach and wheelchair accessible paratransit vehicle. Bids for both vehicles were received from Austons Contracting, Inc., in Joppa, MD: \$3,100.00 for the 1998 Nova/TMC 35 ft. bus and \$504.00 for the 2004 Ford E450 Phoenix wheelchair accessible paratransit vehicle, for a total price of \$3,604.00.

Upon motion by Ms. Glover, seconded by Ms. Thompson, the Board awards the bids for both vehicles to Austons Contracting, Inc.

C. Acceptance of the November 2013 Operating Statement

Mr. Kilmer reported for November, ridership decreased 3.4% from 187,785 to 181,479. This included a 1.8% decrease in fixed route and a 13.5% decrease in shared ride passengers. For the year, fixed route has increased 1.9% and shared ride has decreased 5.7%, for a total .8% increase for the fiscal year.

Financially for November operating revenues of \$784,682 combined with grants of \$599,277 for total revenues of \$1,383,959. This compared to expenses of \$1,352,019, for a \$31,940 gain for the month.

Upon motion by Ms. Thompson seconded by Ms. Glover, the November 2013 Operating Statement was accepted, subject to audit.

E. Appointment of the Nominating Committee

Mr. Wibberley appointed Mr. Ouellet and Ms. Denlinger as the Nominating Committee for 2014. The purpose of the committee is to recommend a slate of candidates for office for 2014.


7. Public Comment

None

8. Adjournment

With no further business to discuss, the meeting adjourned at 7:20 p.m. upon motion by Ms. Thompson.

Respectfully submitted,



June J. Wolf  
Secretary